



**16 FEBRUARY 2000**

**Operations**

**STATUS OF RESOURCES AND TRAINING  
SYSTEM (SORTS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement designates the 18th Wing Command Post Operational Reports Office as the Subordinate Reporting Agency (SBRPT) for all 18th Wing and associate units tasked with reporting Status of Resources and Training System (SORTS) through the SBRPT and outlines wing SORTS reporting procedures. It applies to all units reporting SORTS through the 18th Wing Command Post Operational Reports Office. This publication does not apply to the Air National Guard or US Air Force Reserve.

**SUMMARY OF REVISIONS**

Summary of changes and additions outline better defined local procedures and commander's responsibilities. New or revised material is indicated by an asterisk (\*).

**AFI 10-201, 1 October 1995, is supplemented as follows:**

**1.10.3.7.** The 18th Wing Operational Reports Office (18 WG/CPR) is designated as the Subordinate Reporting Agency (SBRPT) for 18th Wing and AFSOC units. (See attachment 1 for listing of SORTS reporting units).

**1.12.1. (Added)** (18WG). 18th Wing Commander determines the overall readiness for the 18th Wing and ensures:

**1.12.1.1. (Added)** (18WG). 18 WG/CPR complies with all reporting requirements specified in AFI 10-201, PACAF Sup 1. Group and squadron commanders have reviewed the SORTS report for each squadron assigned to their organization and the report is an accurate picture of each squadron's wartime capability, prior to the report being transmitted to HQ PACAF.

**1.12.1.2. (Added)** (18WG). The 353d Special Operations Group (353 SOG) Commander determines the overall readiness for units assigned to this group and ensures the Command and Control Representative (COMREP) through the 18 WG/CPR will comply with all reporting requirements specified in AFSOC

Sup 1 and AFI 10-201. Squadron commanders have reviewed the SORTS and it is an accurate picture of their wartime capability, prior to the report being transmitted to HQ AFSOC. Any SORTS deficiency or SORTS limiting factor (LIMFAC) is clearly and concisely explained in the SORTS remarks section and get well dates are accurate and realistic.

**1.12.2. (Added)** (18WG). The 18 WG/CPR (Operational Reports Office) will:

**1.12.2.1. (Added)** (18WG). Provide quality control for all SORTS report inputs and coordinate with each tasked SORTS unit in implementing the reporting procedures to ensure the accuracy, clarity, and validity of the SORTS report.

**1.12.2.2. (Added)** (18WG). Provide a copy of the current commanders "easy read" product to the appropriate commander/monitor each time a SORTS report is submitted.

**1.12.2.3. (Added)** (18WG). Prepare a SORTS brief for the 18th Wing Commander or designated representative on the last duty day of each month.

**1.12.2.4. (Added)** (18WG). Prepare the 18th Wing Commander's SORTS briefing. Ensures briefings are conducted at the Kadena Team meeting on the first Monday of each month.

**1.12.2.5. (Added)** (18WG). Compile and submit the SORTS report to HQ PACAF and HQ AFSOC after the commanders' approval for each reporting unit.

**1.12.2.6. (Added)** (18WG). Maintain SORTS folders for each reporting unit which will contain the current unit DOC statement, PACAF worksheets, all associated worksheets, point of contact (POC) letters, training letters, and miscellaneous message traffic pertaining to SORTS reporting.

**1.12.2.7. (Added)** (18WG). Conduct training to SORTS Monitors on reporting requirements and report format to each reporting unit. New SORTS Monitors will be trained within 60 days of their appointment.

**1.12.2.8. (Added)** (18WG). Provide current DOC statements to appropriate reporting units, 18 MSS Personnel, 18 WG/MO, 18 LG, 18 SUPS flying units only (44 FS, 67 FS, 909 ARS, 961 AACS, and 33 RQS), 353 SOG COMREP, 353 OSS Plans, and the appropriate historian.

**1.12.2.9. (Added)** (18WG). Conduct Staff Assistance Visits (SAVs) on each 18 WG and 353 SOG reporting unit semiannually. If needed, units may request a SAV at any time.

**1.12.2.10. (Added)** (18WG). Maintain last two SAVs on each unit. Units have 30 days to notify the 18 WG/CP in writing of corrective actions taken to fix any findings.

**1.12.3. (Added)** (18WG). The 18 WG/MO will:

**1.12.3.1. (Added)** (18WG). Provide the name of the primary and alternate POC to each reporting unit, the Personnel Readiness unit, and 18 WG/CPR.

**1.12.3.2. (Added)** (18WG). Forward the Unit Manpower Document (UMD) and Unit Type Code (UTC) extract to each reporting unit quarterly or when changes occur. Include verifying official's name on document. Retain a copy for use in validating the personnel capability worksheets.

**1.12.3.3. (Added)** (18WG). Examine and validate each reporting unit's total and critical personnel worksheet when below P1 and sign in Manpower area on Personnel worksheet.

**1.12.3.4. (Added)** (18WG). Accompany 18 WG/CPR during SAVs if requested by the reporting unit, HQ PACAF, 5 AF, 18 WG, or group commanders.

**1.12.4. (Added)** (18WG). The 18 MSS Personnel Readiness Unit will:

**1.12.4.1. (Added)** (18WG). Verify worksheets for all 18th Wing units that are C-2 or below and for 353 SOG units that are C-3 or below in the Personnel Measured area, and all units that don't use the PC-III system to measure the availability of their personnel.

**1.12.4.2. (Added)** (18WG). Produce and distribute the SORTS personnel desire list containing the assigned personnel strengths twice a month for flying units and support squadrons once a month.

**1.12.4.3. (Added)** (18WG). Review and validate the "unit determined personnel availability data" and "identified AFSC shortages" for each reporting unit.

**1.12.4.4. (Added)** (18WG). Provide the name of the primary and alternate POC to each reporting unit, the Personnel Readiness Unit, and the Wing Command Post (18 WG/CPR).

**1.12.4.5. (Added)** (18WG). Accompany the Operational Reports Office during SAVs if requested by the reporting unit, HQ PACAF, 5 AF, 18 WG/CC, or group commanders.

**1.12.6. (Added)** (18WG). The 18 LG/CC will ensure:

**1.12.6.1.** The 18th Supply Squadron counts and reports wing C-bags in the remarks section of the supply SORTS report.

**1.12.6.2.** The 18th Supply Squadron provides accurate Dyna Metric Microcomputer Analysis System (DMAS) percentages and Readiness Spares Packages (RSP) fill rates to each aircraft squadron.

**1.12.6.3.** The 18th Logistics Orderly Room, 18th Munitions Squadron, and 18th Maintenance Squadron Mobility are providing accurate personnel data to each aircraft squadron for those critical maintenance AFSCs assigned to them.

**1.12.6.4.** The 18th Maintenance Squadron Mobility is providing accurate equipment and supplies on-hand status to each aircraft squadron in accordance with each squadron's DOC statement.

**1.12.6.5.** 18th Maintenance Squadron Pod Shop provides accurate ALQ-184 ECM Pod status.

**1.12.6.6.** 18th Logistics Group Plans provides an accurate printout of each Unit Type Code (UTC) tasking to each squadron having a mobility or combined generation and mobility DOC statement.

**1.13.1.1. (Added)** (18WG). The 18 OG/CC will ensure:

**1.13.1.1.1. (Added)** (18WG). Operations squadron commanders have appropriately assessed the overall C-level for their squadron; when changing the overall C-level, provide a clear, concise remark, which explains why the assessment was made.

**1.13.1.1.2. (Added)** (18WG). The 18th Operations Support Squadron, 18th Operations Support Squadron Advanced Programs, and 18th Operations Group Quality provides accurate personnel data to each aircraft squadron for those critical maintenance AFSCs assigned to the Operations Support Squadron.

**1.13.1.1.3. (Added)** (18WG). The Maintenance Operations Center provides accurate aircraft status data.

**1.13.1.2. (Added)** (18WG). The 18th SPTG/CC will ensure: Support squadron commanders have appropriately assessed the overall C-level for their squadron. When changing the overall C-level, provide a clear, concise reason, which explains why the assessment was made.

**1.13.1.3. (Added)** (18WG). Squadron commanders will ensure:

**1.13.1.3.1. (Added)** (18WG). They appropriately assess the overall C-level for their squadron. When changing the overall C-level, provide a clear, concise reason, which explains why the assessment was made.

**1.13.1.3.2. (Added)** (18WG). A minimum of two personnel are designated and trained as squadron SORTS Monitors. Each reporting unit is responsible for the initial and recurring training of their SORTS Monitors.

**1.13.1.3.3. (Added)** (18WG). At least one SORTS monitor is always available on Kadena when their unit deploys. If unable to comply due to mission requirements, ensure procedures are established for reporting the status of deployed forces by AUTODIN or secure telephone to the home station.

**1.13.1.3.4. (Added)** (18WG). Squadron personnel data is reported accurately and in a timely manner to the squadron SORTS monitor for inclusion in the SORTS report. Generation units are tasked to develop the ratio of available personnel to authorized UMD data.

**1.13.1.3.5. (Added)** (18WG). Squadron mobility bags (A and B) are being accurately counted and reported in the remarks section of the SORTS report.

#### **1.13.2. SORTS Monitors:**

**1.13.2.1.** All squadron SORTS Monitors must maintain a continuity folder containing, as a minimum, the following:

**1.13.2.1.1. (Added)** (18WG). AF Form 723, **SORTS DOC Statement**.

**1.13.2.1.2. (Added)** (18WG). A copy of the current SORTS report, stamped Secret, signed by the commander or designated representative including all supporting documentation, i.e., current UTC/UMD extracts and current desire list.

**1.13.2.1.3. (Added)** (18WG). Unit developed in-house SORTS training program tailored to their mission, to include quality control checklist for completing the SORTS overall worksheets and associated worksheets. Unit needs to include sample worksheets showing where the information is derived from for the report.

**1.13.2.1.4. (Added)** (18WG). Complete list of the authorized versus on-hand equipment required to compute the unit's wartime capability.

**1.13.2.1.5. (Added)** (18WG). Appointment letter which will contain two paragraphs. The first paragraph lists the primary and alternate SORTS monitor, their rank, office symbol, duty phone, home phone, secure voice phone, and Date Estimated Return from Overseas (DEROS). The second paragraph lists the authority to sign and release the SORTS report. Copies will be sent to and maintained by Operational Reports Section, Personnel Readiness Unit, and Manpower Unit.

**1.13.2.1.6. (Added)** (18WG). Letter of in-house training.

**1.13.2.1.7. (Added)** (18WG). Certificate of 18th WG/CPR SORTS training.

**1.13.2.1.8. (Added)** (18WG). SORTS POC letters from the 18th WG/CPR, Personnel Readiness Unit, Manpower Office, and other units the monitor receives information from.

**1.13.2.1.9. (Added)** (18WG). A copy of the last two SAVs and a record of corrective actions taken. Corrective actions taken are due to the 18 WG/CPR no later than 30 days from date of the official SAV results.

**1.13.2.1.10. (Added)** (18WG). A copy of the unit's SORTS "easy-read" retrieval reflecting the current database signed by the commander or designated representative.

**1.13.2.1.11. (Added)** (18WG). A current printout of each UTC/UMD extract and current UTC/UMD Manpower Force Packaging System (MANFOR).

**1.13.2.1.12. (Added)** (18WG). Higher headquarters guidance, letters, messages, etc.

**3.3.1.** The 18 WG units must submit their SORTS report in sufficient time to ensure the report is ready for submission on the last duty day of the month. The 353 SOG units must submit their SORTS report in sufficient time to ensure the report is ready for submission on the second Wednesday of each month NLT 1400L. Appointments will be scheduled for each unit.

**3.3.2.** In all cases, changes affecting the C-level in any measured area, overall C-level, reason codes, or get well dates will be reported to the 18 WG/CPR within 24 hours of the change. Aircraft units will review their SORTS data every 7 days to ensure no changes have occurred. Non-aircraft units will ensure their SORTS data is NEVER more than 28 to 31 days old. SORTS personnel assigned to the 18 WG/CPR may be contacted after duty hours by calling the 18th Wing Command Post at 634-1800.

**3.7.** All units must have AFI 10-201, the appropriate command supplement, and this supplement on file. The instruction specified in the unit's DOC statement must also be available.

**3.10.** Air Force Status of Resources and Training System Data Entry Tool (AFSORTSDET) is used to process SORTS data in the U S Message Text Format (USMTF). It is then submitted via Global Command and Control System (GCCS) (primary) or AUTODIN (backup) to JCS, HQ PACAF, and/or HQ AFSOC.

**4.1. (Added)** (18WG). Reporting personnel collect the following information:

**4.1.1. (Added)** (18WG). Personnel Desire List supplied by the Personnel Readiness Unit monthly (18 MSS/DPMX).

**4.1.2. (Added)** (18WG). UMD or UTC Extract supplied by the Manpower and Organization Office (18 WG/MO) at least quarterly or when changes occur.

**4.1.3. (Added)** (18WG). For flying squadrons: Program Element Code (PEC) listings from 18th Munitions Squadron, 18th Maintenance Squadron Mobility, 18th Operations Support Squadron, and 18th Operations Group Quality.

**4.1.4. (Added)** (18WG). Complete the SORTS in accordance with AFI 10-201, Chapter 4, using the extract from the Manpower and Organization Office. No other "unit-tailored" worksheets are accepted.

**5.1. (Added)** (18WG). Reporting Equipment and Supplies On-Hand:

**5.1.1. (Added)** (18WG). Flying squadrons will collect equipment and supplies data from the following agencies: 18th Maintenance Pod Shop, 18th Maintenance Squadron Mobility, and the 18th Maintenance Operation Center. Support units will collect equipment and supplies data from unit mobility and generation sections, vehicle sections, etc., required by your unit DOC statement and AFI 10-201, Table 5.1.

**5.1.2. (Added)** (18WG). Complete SORTS report in accordance with AFI 10-201, Chapter 5, and appropriate MAJCOM supplements.

**6.1. (Added)** (18WG). Reporting Equipment Condition:

**6.1.1. (Added)** (18WG). Collect equipment status data required for your report. For flying squadrons collect equipment and supply data from 18th Maintenance Pod Shop, 18th Maintenance Mobility, and 18th Maintenance Operation Center. Unit mobility and generation sections, vehicle sections, etc., required by your unit DOC statement and AFI 10-201, Table 6.1.

**6.1.2. (Added)** (18WG). Complete SORTS report in accordance with AFI 10-201, Chapter 6, and appropriate MAJCOM supplements.

**7.1. Reporting Training:**

**7.1.1. (Added)** (18WG). Collect training status for aircrews and personnel required for your report.

**7.1.2. (Added)** (18WG). Complete SORTS report in accordance with AFI 10-201, Chapter 7, and appropriate MAJCOM supplements.

## **Attachment 1 (18WG)**

### **PACAF AND AFSOC UNIT LISTING**

**A1.1. PACAF Units:** 12th Fighter Squadron      44th Fighter Squadron  
67th Fighter Squadron      909th Air Refueling Squadron  
33d Rescue Squadron      961st Airborne Air Control Squadron  
18th Civil Engineer Group      18th Communications Squadron  
18th Medical Group      18th Mission Support Squadron  
18th Operations Support Squadron 18th Security Forces Squadron  
18th Services Squadron      18th Supply Squadron  
18th Transportation Squadron      18th Munitions Squadron  
623d Air Control Flight

**A1.2. AFSOC Units:** 1st Special Operations Squadron      17th Special Operations Squadron  
320th Special Tactics Squadron      353d Operations Support Squadron

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